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DHS Memorandum PA97/01-1
(Revised 01/02/01)

Date: November 24, 1999

To: County and District Superintendents of Schools and Programs
Selected to Participate in the Digital High School Program

From: Nancy Sullivan, Manager
Education Technology Office

Subject: Digital High School Program

Whether you are a Year One Digital High School (DHS) currently implementing your program, a Year Four school beginning your planning for the development of your DHS application, or somewhere in between, it is critical that you have a clear understanding of the different funding requirements for both phases of the DHS Program. The Installation Grant phase is different from the Technical Support and Staff Training (TSST) phase. The purpose of this memorandum is to clarify each phase so that you can avoid potential problems as you implement your DHS Program. I recommend that you discuss the information in this memorandum with your Business Office and site DHS Program Administrators.

Table 1 illustrates the funding distribution and critical dates for the Installation Grant phase. Below are key points you should keep in mind as you develop your DHS application and begin its implementation:

- The Installation Grant is a one-time grant, but is not one year of funding. It is a set amount of funding to complete the requirements of the Installation Grant phase by the Program End Date. It is anticipated that it will take one to two years to complete the Installation Grant.
- Your DHS application is a 3-year plan that addresses both the Installation Grant phase and the beginning of the TSST phase. Some of the activities in your plan must be completed during the Installation Grant phase, such as installation of the infrastructure. Others will start during the Installation Grant phase and will be completed during the TSST phase, such as the Program for Students and Staff.
- The State Board Approval Date indicates when your Installation Grant phase begins. The Program End Date marks when the requirements of the Installation Grant must be completed and all funds expended.
- The Final Payment (10%) is made after you have certified that you have completed your Installation Grant phase and have expended all funds, including the 10% not yet received.
- All sites are required to complete and submit baseline data reports and follow-up data reports as required by the California Department of Education. This includes the Milken Survey. Failure to complete and report this information will cause your funding payments to be

withheld. This would also prevent a site from being able to certify completion of the Installation Grant.

Table 2 illustrates the funding distribution and critical dates for the TSST phase. Below are key points you should keep in mind as you develop your DHS application and begin its implementation:

- TSST funding is ongoing, annual funding. Once you are in the TSST phase you will apply for these funds every year, provided the funds are in the State's budget.
- The Final Submission Date (date marked with an "**") is considered the final date by which you must submit your certification of completion of the Installation Grant.
- When you submit form DHS-30 to certify completion of your Installation Grant, you are stating that all funds have been expended and all goods and services have been received. For all submission dates marked with the "+", this means as of that date. For the submission dates marked with the "**", this means by the Program End Date.
- If you are planning on certifying early (the "+" submission dates), you need to keep the following in mind:
 - If you have vendor contracts paid with DHS funds, those funds are not considered expended until the contract is completed.
 - If you have staff whose salaries are paid with DHS funds, their services are not considered received until the end of the staff service period.
- In order to certify completion, and before the final 10% payment can be released, all baseline data collection and subsequent progress reporting must have been submitted to the CDE, such as the Milken Surveys.
- As shown on Table 2, TSST funds are only released in November or June. If your DHS-40 form is not submitted by the deadline, you will not receive your TSST funds until the next November or June released date.

If you have further questions, please contact your regional CTAP office or Gary Quiring, EducationTechnology Office at (916) 323-6197.

NS:gq
Enclosures

cc: California Technology Assistance Project Directors
California Technology Assistance DHS Project Grants Management Committee
Principals of Years 1, 2, 3, and 4 Sites

**Table 1: Technology Installation
Grant Payment Schedule**

Selected Year	State Board Approval Date	First Payment (45%) Made in:	Second Payment (45%) Made in:	Final Payment (10%) Made in:	Program End Date
1997-98	April, 1998	June, 1998	October, 1998	SEE TABLE 2	June 30, 2000
	May, 1998	June, 1998	October, 1998	SEE TABLE 2	June 30, 2000
	June, 1998	October, 1998	March, 1999	SEE TABLE 2	June 30, 2000
	July, 1998	October, 1998	March, 1999	SEE TABLE 2	June 30, 2001
	September, 1998	October, 1998	March, 1999	SEE TABLE 2	June 30, 2001
	October 1998	March, 1999	June, 1999	SEE TABLE 2	June 30, 2001
	November, 1998	March, 1999	June, 1999	SEE TABLE 2	June 30, 2001
	December, 1998	March, 1999	June, 1999	SEE TABLE 2	June 30, 2001
	January, 1999	March, 1999	June, 1999	SEE TABLE 2	June 30, 2001
1998-99	February, 1999	March, 1999	June, 1999	SEE TABLE 2	June 30, 2001
	April, 1999	June, 1999	October, 1999	SEE TABLE 2	June 30, 2001
	May, 1999	June, 1999	October, 1999	SEE TABLE 2	June 30, 2001
	June, 1999	October, 1999	March, 2000	SEE TABLE 2	June 30, 2001
1999-00	March, 2000	May, 2000	October, 2000	SEE TABLE 2	June 30, 2002
	May, 2000	July, 2000	October, 2000	SEE TABLE 2	June 30, 2002
	June, 2000	August, 2000	March, 2001	SEE TABLE 2	June 30, 2002
	July, 2000	September, 2000	March, 2001	SEE TABLE 2	June 30, 2002
2000-01	October, 2000	November, 2000	March, 2001	SEE TABLE 2	June 30, 2003
	December, 2000	January, 2001	June, 2001	SEE TABLE 2	June 30, 2003
	February, 2001	March, 2001	June, 2001	SEE TABLE 2	June 30, 2003
	April, 2001	May, 2001	October, 2001	SEE TABLE 2	June 30, 2003
	May, 2001	July, 2001	October, 2001	SEE TABLE 2	June 30, 2003

**Table 2: Technology Installation Grant and TSST Grant
Transitional Year Due Dates and Payment Schedule**

Selected Year	State Board Approval Date	Program End Date	Form DHS -30 Submitted By:	Final 10% Payment Made In:	TSST Form DHS-40 Submitted By:	1 st TSST Payment Received:	2 nd TSST Payment Received:
1997-98	April-June 1998	June 30, 2000	August 1, 1999+	October 1999	October 1, 1999	November 30, 1999 – 80%	June 1, 2000
			February 1, 2000+	March 2000	April 1, 2000	June 1, 2000 – 100%	Not applicable
			April 1, 2000*	June 2000	October 1, 2000	November 30, 2000 – 80%	June 1, 2001
	July 98-Jan 99	June 30, 2001	April 1, 1999+	June 1999	October 1, 1999	November 30, 1999 – 80%	June 1, 2000
			August 1, 1999+	October 1999	October 1, 1999	November 30, 1999 – 80%	June 1, 2000
			February 1, 2000+	March 2000	April 1, 2000	June 1, 2000 – 100%	Not applicable
			April 1, 2000+	June 2000	October 1, 2000	November 30, 2000 – 80%	June 1, 2001
			August 1, 2000+	October 2000	October 1, 2000	November 30, 2000 – 80%	June 1, 2001
			February 1, 2001+	March 2001	April 1, 2001	June 1, 2001 – 100%	Not applicable
			April 1, 2001*	June 2001	October 1, 2001	November 30, 2001 – 80%	June 1, 2002
1998-99	Feb-June 1999	June 30, 2001	February 1, 2000+	March 2000	October 1, 2000	November 30, 2000 – 80%	June 1, 2001
			April 1, 2000+	June 2000	October 1, 2000	November 30, 2000 – 80%	June 1, 2001
			August 1, 2000+	October 2000	October 1, 2000	November 30, 2000 – 80%	June 1, 2001
			February 1, 2001+	March 2001	April 1, 2001	June 1, 2001 – 100%	Not applicable
			April 1, 2001*	June 2001	October 1, 2001	November 30, 2001 – 80%	June 1, 2002
1999-00	Feb-June 2000	June 30, 2002	February 1, 2001+	March 2001	October 1, 2001	November 30, 2001 – 80%	June 1, 2002
			April 1, 2001+	June 2001	October 1, 2001	November 30, 2001 – 80%	June 1, 2002
			August 1, 2001+	October 2001	October 1, 2001	November 30, 2001 – 80%	June 1, 2002
			February 1, 2002+	March 2002	April 1, 2002	June 1, 2002 – 100%	Not applicable
			April 1, 2002*	June 2002	October 1, 2002	November 30, 2002 – 80%	June 1, 2003
2000-01	Feb-June 2001	June 30, 2003	February 1, 2002+	March 2002	October 1, 2002	November 30, 2002 – 80%	June 1, 2003
			April 1, 2002+	June 2002	October 1, 2002	November 30, 2002 – 80%	June 1, 2003
			August 1, 2002+	October 2002	October 1, 2002	November 30, 2002 – 80%	June 1, 2003
			February 1, 2003+	March 2003	April 1, 2003	June 1, 2003 – 100%	Not applicable
			April 1, 2003*	June 2003	October 1, 2003	November 30, 2003 – 80%	June 1, 2004

+ Funds must be expended by the Submission Date

* Funds must be expended by the Program End Date. This is the Final Submission Date.

Note: In succeeding years of TSST, there will only be one TSST due date of October 1 and schools will receive an estimated payment in November and an adjusted payment the following June.